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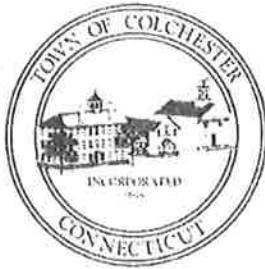
Park & Recreation Office Assistant

Town of Colchester

The Town of Colchester's Department of Parks & Recreation is seeking a part-time Office Assistant, responsible for a variety of office related duties for the Manager of Parks & Recreation. This position is part-time 20-25 hours, Monday through Friday. Candidates must have knowledge of office management practices and procedures, strong interpersonal and communication skills and the ability to work well with the public. Applicants should possess basic computing skills in Microsoft Office programs, including Excel. Two-year's experience in customer service and/or general clerical work, or an equivalent combination of education and experience necessary. \$11.00/hr

Closing Date – Qualified individuals should submit Town of Colchester Application Forms, cover letter, resumes and references to the Office of the First Selectman, 127 Norwich Avenue, Colchester, CT 06415, and received prior to 4:00p.m. on Friday, August 26, 2016. Employment applications and job descriptions are available by appearing in person at the First Selectman's Office or through www.colchesterct.gov. EOE

The Town of Colchester is an equal opportunity employer
and does not discriminate on the basis of physical disabilities.



**Town of Colchester
Job Description**

**Parks & Recreation Department
Office Assistant**

GENERAL STATEMENT OF DUTIES

Perform a variety of office related duties for the Manager of Parks & Recreation with a strong emphasis on public relations and customer service. Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

WORK SCHEDULE

Monday - Friday (20- 25 hours/week)

SUPERVISOR

Work under the direct supervision of the Manager of Parks & Recreation and administrative supervision of the First Selectman.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES

- Answer telephone, take messages, and assist walk in customers with information as needed.
- Complete customer program registrations and facility reservations in person, by email, fax and by telephone.
- Prepare and type a variety of documents that may include correspondence, memos, directives, meeting and legal notices, applications, specific reports, forms and spreadsheets.
- Manage the department's financial records, including processing and tracking of vouchers, purchase orders, and requisitions, along with monthly reconciliation. Close out books daily.
- Responsible for billing and collection of delinquent accounts.
- Daily deposit.
- Maintain department records and records retention.
- Oversee office operations, such as processing mail and maintaining supplies and equipment
- Assist department programmer as needed.
- Represent the department in a professional courteous manner.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- 1) Must have:
 - Knowledge of office management practices and procedures.
 - Strong interpersonal and communication skills and ability to work well with the public.
 - Excellent written and oral communication skills.